Date: June 1, 2005
Subject: Work Group #4 – Sub Group meeting/notes 6-1-05

Group,

The intent of this memo is to provide you a snap-shot of today's TELCON.

The meeting began promptly at 3:00 PM and ended at 4:32 PM.
Attendance:
Robert Prather (Program Office contractor support) - Technical Knowledge
Larry Wong (AEA-472 Team Lead) - Structural
Tena Woods (AOS-200 CM Manager) - Work Flows
Carol Gaines (AOS-500 CM Coord contractor support) - Facilitator
Dennis LaMagna - Sub Group Lead

The basic intent of this meeting was to 'brain storm' and convey our opinion on the approach to take in an effort to make WebCM a better tool.
We feel that our group can work together very well in achieving our goal of providing the needs of the CM community, which may not be fully portrayed in the current Problem Reports (PR), to the WebCM Program Office. In order to begin the preparation for our first meeting with the Program Office, we have the following actions:
ALL - review the documentation that was received from Larry this morning
ALL - review the memo that was issued on 2/22/05 by Tena, that was provided this afternoon by Robert
Robert - gather sample documentation of items that were provided by the Vendor in past years, and submit these to the team
Tena - create a soft copy of the 3-ring binder information that was presented to Dennis at the conference, and distribute this to the team
Dennis/Tena - check on the availability to exchange/store documentation on a common LAN Server (this method is currently being used between the WJHTC (AOS-500) and MMAC (AOS-510) organizations
Dennis - arrange for access privilege's for Tena to the LAN Server and check the feasibility to include Larry
Tena - check the possibility of using her organizations WEB site for the distribution of large documentation to our group

During our next meeting we will define the purpose and role of our Advisory Group. We will discuss the documentation distributed today, in greater detail, and begin to form a list of the items that are needed in order for us to prepare a proper and accurate solution proposal to the WebCM Program Office. Once we reach agreement, as a sub group, we will request a meeting with Win Battle. I hope that we reach this point within the next two weeks.

Our next meeting is scheduled for Wednesday, June 8th at 2PM.

Regards,
Dennis